

## DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### PHARMACY PROGRAM SPECIALIST

Program Administration Specialist II

Position # W0248

Pay Band 5, Level II Hiring Range \$19.69 - \$35.58 per hour

Hourly Position – No State Benefits

**Closing Date: May 19, 2008**

The Virginia Medicaid Pharmacy Program seeks a qualified individual to provide administrative support to the contract management process for pharmacy benefit management programs. Works closely with the Pharmacy Program Manager. Must have working knowledge of health care industry principles and practices. Requires experience in developing and monitoring contracts. Experience with and knowledge of programs designed to improve pharmacy program outcomes desired. Requires proficiency using personal computers to analyze data and develop databases. Must have demonstrated ability to communicate effectively, both orally and in writing, with diverse health care provider groups, government agencies and contractors. Must be able to meet deadlines and perform in a fast paced environment. Degree with major coursework in health care, human services, business or related field preferred. **This hourly position receives no state benefits and is limited to 1500 hours per year.**

### ONLINE STATE APPLICATION REQUIRED

**Resumes will not substitute for state applications.** DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

EEO/AA/ADA